



COMMUNICATIONS SYSTEMS MANAGER (JOB #3548)
DEPARTMENT OF EMERGENCY MANAGEMENT

PAY RANGE: \$29.10 - \$ 37.28 Per Hour

CLOSING DATE: 4:30pm, Friday, February 9, 2007

GENERAL FUNCTION

This is responsible, professional management, technical and supervisory work in the Communications Division of the Emergency Management Department. An employee in this classification is responsible for the overall management and administration of the telephone and electronic communications systems and infrastructure of the County, including E-911. The incumbent exercises considerable independent judgment while operating under governing rules and regulations of the FCC. The position reports to the Director of Emergency Management and participates as a member of the Department management team.

ESSENTIAL FUNCTIONS

- Manage full scope of communication system operations, installation, maintenance and repair, including radio equipment at base stations, remote sites and in mobile units, maintenance of antennas, microwave towers, generators, and the preventative maintenance for radio units.
- Manage the Pierce County public safety radio infrastructure, including operation and maintenance of warning and emergency lighting packages, mobile computer terminals, vehicle locator systems and radar equipment in County public safety vehicles.
- Manage and supervise the work of employees, including temporary employees and volunteers, performing a variety of jobs related to the design, installation and maintenance of communications systems and electronic equipment; responsible for assignments, performance review, training and development, resolution of personnel issues, and recommendations for selection and disciplinary action.
- Manage the E-911 communication system, including compliance with federal and state regulations, E-911 taxes and revenue, data base management and program administration.
- Develop and manage the Communications Division budget; assure accurate and timely collection and accounting of State E-911 taxes and revenues.
- Manage various administrative functions, such as license applications, purchase requisitions, inventory records, billing information, maintenance of records and files and inventory.
- Manage and administer contracts, bid specifications and contract work; may be required to develop contracts and/or grants.
- Develop new system designs and concepts based on communications needs and new technology; coordinate with other local jurisdictions on systems design, frequency coordination and operation; maintain current knowledge of communications industry technology and system improvements.
- Establish, implement and monitor division goals, objectives, policies and procedures; responsible for long range planning and system design.
- Develop and manage programs of public education for the general public to ensure the effective use of the system.
- Represent Pierce County and the Emergency Management Department with local, state, regional or national agencies; participate as a member of local and regional boards; develop and maintain cooperative working relationships with other government entities, the business sector, community organizations, and local, state, and federal officials in support of a coordinated regional communications support system.
- Ensure maintenance of Federal Communications Commission records, log books and service records.
- Participate in staffing the Pierce County Emergency Operations Center (EOC) in assigned management position or role; maintain federal and state emergency responder certifications as required.
- Travel to work sites around the Pierce County region including remote work locations.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MINIMUM REQUIREMENTS TO APPLY

Graduation from a four-year college or university with a degree in business or public administration, communications, or a closely related field and four or more years of radio communications system or E-911 management experience, including the design, installation, maintenance and repair of two-way radio communications systems and electronic equipment, or any combination of experience/education which would clearly indicate the ability to perform the duties of the position may substitute equally for the recruiting requirements. A minimum of two years of supervisory, lead worker or personnel management experience is required. Possession of, or ability to obtain, a valid Washington State driver's license. Ability to pass a thorough background investigation.

SUPPLEMENTAL QUESTIONNAIRE

COMMUNICATIONS SYSTEMS MANAGER (Job #3548)

Instructions: This questionnaire is part of the examination process and is mandatory. On a separate sheet(s) of paper, describe in detail your past work experience and education in the following areas. List your employer and dates of employment separately for each question.

- 1) Currently Pierce County public safety agencies use a variety of different radio systems including UHF, VHF and 700 and 800 MHz. Please explain what approach you would recommend to achieve interoperability, both short- and long-term.
- 2) Pierce County currently has nine different Primary/Secondary E-911 Answering Points (PSAP's). Please explain what approach you would take to regionally consolidate the County into two (2) Primary Answering Points.
- 3) Please define what a Voice Over Internet Protocol (VoIP) phone system is and what concerns it possesses for subscribers accessing the E-911 System.
- 4) Please explain in detail your experience in managing a large scale public safety radio system, including infrastructure, backbone, mobile/portable equipment, emergency vehicle lighting systems and mobile data computer (MDC) installations and operations.
- 5) Explain in detail your experience managing large operating budgets. Provide specific information on the dollar amounts involved and the level of authority for authorizing budget expenditures.

APPLICATION AND SELECTION PROCESS

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form and a written response to the supplemental questions listed above by the closing date to the Pierce County Human Resources Department, 615 South 9th Street, Suite 200, Tacoma, WA 98405-4670. A separate application must be submitted for each job number for which you are applying. Photocopies with original signatures are acceptable. A resume in lieu of the application form and supplemental questionnaire is not acceptable. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Human Resources Department (253) 798-7480 Job Information Line (253) 798-7466 TDD: (253) 798-3965
pchumanresources@co.pierce.wa.us <http://www.piercecountywa.org/jobs>

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

Pierce County will provide reasonable accommodation for persons with disabilities during the application, examination or selection process, if requested. Please notify Civil Service/Pierce County Human Resources Department at (253) 798-7525 of the accommodation needed, preferably at the time of application, but no later than two days prior to the date needed.

PIERCE COUNTY BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Initially, vacation accrues at the rate of 12 days per year. There is a maximum accrual of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles. Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy ten paid holidays and if eligible, two personal holidays.

MEDICAL COVERAGE: Excellent choices of medical benefits, including vision and prescription coverage, are available for the employee and dependents.

DENTAL COVERAGE: Our dental program currently includes orthodontic coverage for employees and dependents.

LIFE INSURANCE: \$10,000 County paid basic life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employees expense.

RETIREMENT: Pierce County Civil Service employees participate in the Washington State Public Employees Retirement System (PERS). Pierce County Deputy Sheriffs participate in the Law Enforcement Officer (LEOFF) Retirement System. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program, access to a credit union, two Deferred Compensation Programs, a Wellness Program, a child care referral service, on-going computer training programs, an Employee Suggestion Award Program, Long Term Disability Insurance, commuting assistance including bus and vanpool subsidies, direct payroll deposit, and U.S. Savings Bonds through payroll deduction.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.

UNION AFFILIATION: Job classifications covered by union security provisions may require union membership, dues, or payment of equivalent services fees.

PIERCE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Pierce County

Human Resources Department

615 South 9th Street #200
Tacoma, WA 98405-4670
(253)798-7480/Fax (253)798-7489
TDD (253)798-3965

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. SIGN AND DATE THE APPLICATION.
AN INCOMPLETE APPLICATION MAY AFFECT YOUR ELIGIBILITY OR EXPERIENCE CREDIT.

GENERAL INFORMATION

POSITION FOR WHICH APPLYING:		COMMUNICATIONS SYSTEMS MANAGER (DEM)		JOB #:	3548
Last Name		First Name		Middle Initial	
Mailing Address		City		State	Zip
Home Phone		Work Phone		Message Phone	
() -		() -		() -	
Other					
() -					
Are you now or have you ever been employed by Pierce County Government?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, complete the following:					
Job Title		Department		Dates Employed	
Do you have any relatives working for Pierce County Government?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, complete the following:					
Name(s)		Relationship(s)		Department(s)	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no what is your birth date?					
Can you perform the essential functions of this job with or without a reasonable accommodation? (See job announcement for essential functions)					
Yes <input type="checkbox"/> No <input type="checkbox"/>					

If you have been arrested with charges still pending, or convicted, or released from prison within the last 10 years, explain below. Crimes which reasonably relate to this job will not necessarily be considered a bar from employment.

Date	Charge	Sentence	Remarks

VETERANS' PREFERENCE

Pierce County gives veterans' preference in accordance with State Law to veterans honorably released from active military service. Do you claim veterans' preference? Yes ☐ No ☐ If yes, complete the following items. (Proof of veteran status may be required if hired.)

Are you retired from military service and receiving veterans' retirement payments? Yes ☐ No ☐

All dates of active duty: From ____/____/____ To ____/____/____ From ____/____/____ To ____/____/____

Have you ever obtained employment through the use of veterans' preference? Yes ☐ No ☐ If yes, where ____

Have you received the Armed Forces Expeditionary Medal, the Marine Corps and Navy Medal for opposed action on foreign soil or the Southwest Asia Service Medal? Yes ☐ No ☐

EDUCATION

Did you graduate from high school or receive a GED certificate? Yes ☐ No ☐

Name of college, university, vocational school	Major	Dates Attended From	To	Full Years Completed	Degrees Conferred Title	Date	Credit Hours

Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT. ATTACH ADDITIONAL SHEETS IF NECESSARY. BE AS COMPLETE AS POSSIBLE IN OUTLINING THE DUTIES OF EACH POSITION. FAILURE TO DO SO MAY AFFECT THE CREDIT YOU RECEIVE FOR EXPERIENCE.

MOST RECENT EXPERIENCE

Employer											
Address											
Position					Hours worked each week		Starting Salary		Last Salary		
Total years/months				From	___/___/___	To	___/___/___	No. of employees you supervised			
Supervisor						Phone	()	-			
Specific Duties											
Reason for leaving or considering change											

OTHER EXPERIENCE

Employer											
Address											
Position					Hours worked each week		Starting Salary		Last Salary		
Total years/months				From	___/___/___	To	___/___/___	No. of employees you supervised			
Supervisor						Phone	()	-			
Specific Duties											
Reason for leaving or considering change											

OTHER EXPERIENCE

Employer											
Address											
Position					Hours worked each week		Starting Salary		Last Salary		
Total years/months				From	___/___/___	To	___/___/___	No. of employees you supervised			
Supervisor						Phone	()	-			
Specific Duties											
Reason for leaving or considering change											

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I authorize my current or former employers and all schools or educational and technical institutions which I have attended to provide Pierce County representatives any information regarding my current or former employment, scholastic records or ratings. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts.

I am willing to submit to a pre-employment physical examination if required.

I understand that as a condition of employment I must provide documentation to prove my eligibility to obtain employment along with personal identification information as required by the Immigration Reform And Control Act of 1986.

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY

Pierce County is committed to a policy of equal employment opportunity regardless of race; religion; color; national origin; age; sex; sexual orientation; marital status; physical, mental or sensory disability; or veteran status. For this purpose, we would appreciate your providing the information below. This is entirely voluntary and will be maintained **CONFIDENTIALLY** and separate from personnel files. No adverse action will result from failure to furnish requested information. The information gathered herein will not be provided to supervisors, the appointing authority, or other departmental employees. It will be used for monitoring and for Federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Pierce County in ensuring equal employment opportunities for all applicants.

NAME:

SSN:

(Disclosure of your SSN is voluntary. If you elect to provide it, we will only use it for applicant tracking.)

SEX: ☐ Male ☐ Female

AGE OVER 40: ☐ Yes ☐ No

ETHNIC GROUP: If you are of more than one race, please indicate one group only for recordkeeping purposes.

☐ White

☐ Black

☐ Hispanic

☐ Asian or /Pacific Islander

☐ American Indian or Alaskan Native
Please identify name of the enrolled or principal tribe:

DISABLED: ☐ Yes ☐ No **DISABLED VETERAN:** ☐ Yes ☐ No

VETERAN: ☐ Yes ☐ No

DEFINITIONS

Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Disabled: People with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: All persons entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

REFERRAL SOURCE

Check all that apply:

- ☐ Newspaper: Name _____
- ☐ Pierce County Job Information Line
- ☐ Internet
- ☐ Job Fair: Name _____ Location _____
- ☐ Word-of-Mouth
- ☐ Announcement in Pierce County Human Resources Office
- ☐ Public Access Television
- ☐ County Employee
- ☐ Other: Identify _____